



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**INSURANCE RATE ANALYST *or*
ASSOCIATE INSURANCE RATE ANALYST
\$2,764-\$4,155 (IRA) *or* \$4,110-\$4,997 (AIRA)
FIELD RATING & UNDERWRITING BUREAU
SAN FRANCISCO *or* LOS ANGELES**

RESPONSIBILITIES: The Field Rating & Underwriting Bureau Rate Analyst will, either as a team member or independently, conduct on-site rating and underwriting examinations of property & casualty or life & health insurers, rating organizations, and other entities engaged in insurance rating activities in order to protect the insurance consumer from unfair practices and to ensure compliance with California law. Specific duties associated with the examinations include but are not limited to organizing the examination, corresponding with the insurer, communicating with Department and affiliated personnel, collecting and analyzing data, reviewing company rules, rates, and policies, writing a clear and concise examination report, and summarizing findings and insurer resolutions or other corrective activity; advising applicable departmental staff of illegal practices or possible insolvencies noted during the exam; and participate in meetings with the insurer and with Department legal and other staff to resolve examination criticisms effectively. *Significant travel is required, both in-state and out-of-state.*

DESIRABLE QUALIFICATIONS: At the Associate level, three years of experience in insurance underwriting or insurance consumer services is desired. No insurance experience is required at the Insurance Rate Analyst level, although insurance experience is desirable. Graduation from college with a bachelor's degree is highly desirable; however, experience will be accepted in place of the college degree on a year-for-year basis. Associate Insurance Rate Analysts candidates must have knowledge of insurance practices and the Insurance Code. Very strong writing skills are necessary, as are strong organizational, analytical, and verbal communication skills. The ability to work independently is required. The candidate must also have strong computer skills.

WHO MAY APPLY: Applications will be accepted from current State employees at the Insurance Rate Analyst and/or Associate Insurance Rate Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a standard State of California application to Priscilla Molina, Department of Insurance, Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. *Please indicate "IRA #322-4441-005" or "AIRA #222-4438-002" on the State application.* For additional information, please call (916) 492-3260.

FINAL FILING DATE: **October 10, 2000 or until filled**

NOTE: Interested individuals, including list eligibles, must submit an application to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

vo9/27/00